



CREATING A STANDARD LEARNING ASSIGNMENT

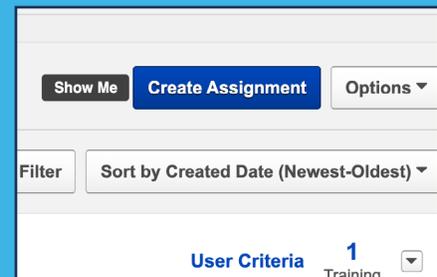
Learning Fundamentals - System Administrator Training

The Learning Assignment Tool allows administrators to easily deliver training to users by creating learning assignments. There are two types of learning assignments: standard and dynamic. Standard learning assignments are ideal for one-time training assignments because they process only one time and then never again.

To access the **Content Uploader**, go to:

ADMIN > TOOLS > LEARNING > LEARNING ASSIGNMENT TOOL

1 Click the **Create Assignment** button



2 The **General** page

- a** Select the **assignment type**. For a standard assignment, select the **Standard** option.
- b** Enter the **title** and **description**
- c** Click the **Select Training** button to search for and select the courses to assign.

The screenshot shows the 'Assignment Type' section with two radio button options: 'Standard (process one-time only)' (selected) and 'Dynamic (process continuously or periodically)'. Below this is the 'General Information' section with two text input fields: 'Assignment Title' (containing 'Annual Compliance Training') and 'Assignment Description' (containing 'Annual compliance training for HR Division.'). At the bottom is the 'Training Selection' section with a 'Select Training' button and a 'Selected Training' area that currently displays a graduation cap icon and the text 'No training selected yet.'



3 The **Options** page

- a** Select the **Assignment Workflow** to determine how the training will display in on the user's transcript after assigned
- b** Set **Prerequisite** options for the assignment, if needed
- c** Select **email** options for the learning assignment

The screenshot shows the 'Training Assignment Workflow' configuration page. It includes three main sections: 'Training Assignment Workflow' with radio button options for 'Assigned only', 'Assigned and Approved Options', and 'Assigned, Approved, and Registered'; 'Prerequisite Options' with a checkbox for 'Enforce prerequisites'; and 'Email Settings' with radio button options for 'Training Specific Emails', 'Custom Emails', 'Ad-Hoc Email', and 'No Emails'. A warning message states: 'No changes can be made to these email settings after the Assignment is submitted.'

4 The **Schedule** page

- a** Select the date you would like the learning assignment to **process**
- b** Select the date you would like users to begin taking the training.
- c** Select the date you would like the training **due** by

The screenshot shows the 'Processing Start Date' and 'Training Due Date' configuration page. It includes two main sections: 'Processing Start Date' with radio button options for 'As soon as Assignment is submitted' and 'Specific date'; and 'Training Due Date' with radio button options for 'No due date', 'Relative date', and 'Specific date'. At the bottom, there are 'Cancel' and 'Save Draft' buttons.



5 The **Users** page

- a** Choose to add **All Users** to the assignment or choose users or organizational units.
- b** Decide whether or not to enable the **Assign New Occurrence** feature.
- c** Select the **Generate Initial User List** button to view a list of users who will be assigned the training

The screenshot shows the 'User Criteria' form. It has three main sections: 'Select Users' with a button for 'All Users', 'Upload Users' with a 'Select File' button, and 'Assign New Occurrence' with a checkbox that is currently unchecked. At the bottom, there are 'Cancel' and 'Save Draft' buttons.

4 The **Schedule** page

- a** Review your selections
- b** Select the **Submit** button

The screenshot shows the 'Adjustment Guidelines with Custom Formulas' form. It has four sections: 'Setup', 'Options' (with sub-options for Type, Training Assignment Workflow, and Emails), 'Schedule' (with Processing Start Date and Due Date), and 'Users' (with Assign New Occurrence: Off). At the bottom, there are 'Cancel' and 'Save Draft' buttons.

On the Learning Assignment Tool page, you may select the title of the assignment to review a summary. After the assignment finishes processing, the training will appear on the learner's transcript